

ECF Ten Most Common Errors

United States District Court
Eastern District of Kentucky

1. Include a Certificate of Service on All Documents

- A certificate of service, even when serving electronically, is required under the ECF Procedures.

2. Place the s/signature on All Documents

- The s/signature must be placed on all documents.

3. The Login and s/signature on a Document Must Match

- Do not allow another attorney to use your ECF (attorney) login and password to file a document. No Filing User should permit their ECF login and password to be used by anyone except an authorized agent of the Filing User. The ECF login and password is the attorney's signature pursuant to the Federal Rules.

4. Know when to use your ECF login/password vs. the PACER login/password

- The ECF login/password is used to file documents. When the login/password screen shows [ECF/PACER Login](#) use your ECF (attorney) login.
- It is necessary to use your ECF login/password to view restricted documents or documents in restricted cases.
- The PACER login/password is used to view docket sheets, use the query function and run reports.

5. Select the Proper Event

- If you need assistance choosing the correct event, please contact the Help Desk at 1-866-485-6349

6. Choose the Correct Party or Parties when Filing a Document

- To select more than one party, press and hold the Ctrl key on your key board and click on each of the desired multiple parties.

7. Open All PDF Documents Before Attaching

- When ECF displays the screen to Browse and enter the PDF document to be filed, click on Browse to open a Navigation screen and locate the PDF document saved on your computer.

- From the navigation screen, highlight the PDF document and right mouse click on the highlighted file name to open a quick menu, then left mouse click on [Open]. Adobe Acrobat Reader will launch and open the selected PDF document. You should view it to verify that it is the correct and complete PDF document.

8. Each Attachment should be a Separate PDF Document and Exhibits must be Described Clearly and Concisely

- These documents should be filed in accordance with the procedures set forth on page 29 of the [ECF User Manual](#).
- Each separate exhibit must be filed as a separate attachment to the main document. If any particular exhibit exceeds two (2) megabytes, the exhibit must be broken down into separate components of two megabytes or less, and each component must be filed as a separate attachment.
- Example

	<u>Type</u>	<u>Description</u>
	Exhibit	A. Affidavit of John Smith
	Exhibit	B. Excerpts of Jane Doe Deposition
		C-1. Contract between XYZ Co. and ABC Co. (Part 1, pages 1-15)
	Exhibit	C-2. Contract between XYZ Co. and ABC Co. (Part 2, pages 16-24)

9. Proposed Orders

- Proposed orders must be submitted as an attachment to your electronic filing through ECF. If you fail to attach the Proposed Order, a Notice of Filing must be filed with the Proposed Order as an attachment. The event Notice of Filing, a pleading which requires a certificate of service, will allow you to link to the initial deficient filing.

10. Re-filing a Document

- It is not necessary to re-file a document unless given specific directions by the clerk or court. If you determine that an error has been made after you complete the electronic filing of a document, please contact the Help Desk for further instructions.